



CITY OF HOUSTON

Job Posting

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| Applications accepted from: | ALL PERSONS INTERESTED |
| Job Classification | SYSTEMS SUPPORT ANALYST III (Jr. Citywide Webmaster) |
| Posting Number | PN #110045 |
| Department | INFORMATION TECHNOLOGY |
| Division | Applications & Administration |
| Section | Project Management Office – Web Master |
| Reporting Location | 611 Walker, 9th Floor |
| Workdays & Hours | M - F, 8:00 a.m. - 5:00 p.m.* |
| | *Subject to change |

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Reports to and assists the City Web Master in designing, implementing, and maintaining the City's Internet and Intranet web content. Responsible for site layout, design, and graphics. Manage the overall content of the City's web sites by ensuring consistency, accuracy, and timeliness of information. Supports the needs and missions of City departments and the City as a whole.

WORKING CONDITIONS

This position is physically comfortable. Extensive use of a computer is required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business, Mathematics, Engineering, Computer Science, Economics or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years experience in data communications analysis and design, programming systems design and maintenance, operating systems software support, or a closely related field are required.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERNCES

The ability to multi task and work under deadlines is extremely important to this role. Skilled in web technologies and design concepts and ability to work effectively in a team environment and provide a high level of customer service to all City departments. Two (2) years experience in designing, installing, operating, and monitoring/maintaining a web site for a large organization is strongly preferred. Prefer experience in the development of web applications. Experience with Dreamweaver MX, Adobe Photoshop, Graphics design, and ASP or .NET development a plus.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION Yes o[X] No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 22
\$1,277 - \$2,388 Biweekly \$33,202 - \$62,088 Annually

OPENING DATE April 26, 2006

CLOSING DATE May 2, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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